



SIR ROBERT PATTINSON ACADEMY

HEALTH AND SAFETY POLICY

Date Reviewed in School:
Date Approved by Trustees:
Review Date:

June 23
11 September 2023
June 2026

HEALTH AND SAFETY

1. Statement of Health and Safety Policy

Sir Robert Pattinson Academy is committed to ensuring health and safety good practice across all areas of Academy life. Responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the Academy are taken very seriously and this policy is intended, in line with our risk assessment documents and in accordance with the 1974 Health and Safety Act, to maintain the highest possible level of health and safety around the Academy.

It is important to note that the Academy buildings have been constructed over a period of time and, at each stage, relevant legislation and guidance has been followed. It is recognised that some of these standards have since been updated and so, the Academy will, as far as is reasonably practicable, commit adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on Academy grounds and during off-site activities and visits and facilities will be updated whenever possible.

All Academy staff should ensure that they are up to date and familiar with the Academy health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities.

All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, students and members of the public.

This Policy will ensure that, as far as reasonably practicable:

- a. any place of work or premises under the control of the Board of Trustees will be maintained in a condition that is safe and without risk to health
- b. all working environments will be maintained in a condition that is safe and without risks to health and adequate as regards suitable facilities and arrangements for the welfare of all employees whilst at work;
- c. all employees will receive such information, instruction, training and supervision as is considered necessary to ensure their health and safety whilst at work and promote an awareness of known hazards;
- d. arrangements will be made for ensuring the safety and absence of risk to health in connection with the use, storage, handling and transport of articles and substances. An adequate supply of suitable protective equipment will be made available as necessary, and issued to any person requiring such equipment. It will be incumbent on employees and management to ensure that protective equipment so issued is used and maintained in a correct manner;
- e. all plant, equipment and systems of work will be provided and maintained in a condition which is safe and without risks to health.

Signed by

_____ **Chair of Trustees** **Date:**

_____ **Headmaster** **Date:**

This policy will be reviewed by the Board of Trustees and Headmaster:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

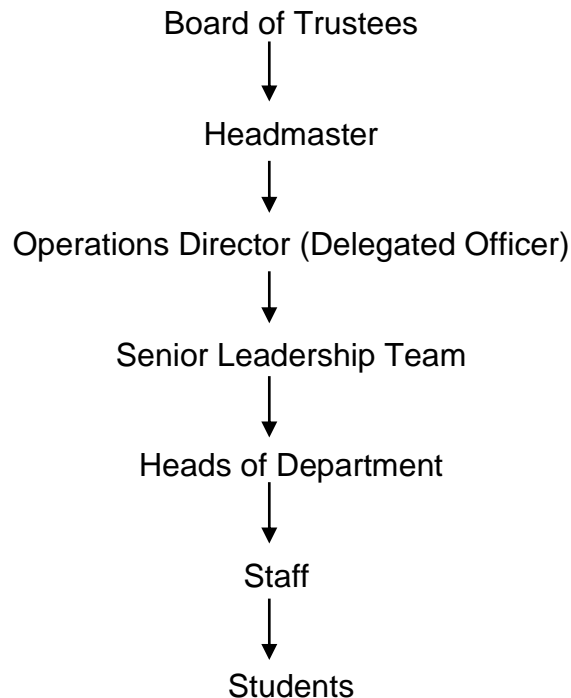
The allocation of duties for safety matters and the particular arrangements which will be made to implement the policy are set out below.

To be read in conjunction with Fire Procedures.

2. Responsibilities

The importance of good health and safety practice is promoted throughout the Academy, but members of Academy staff, the senior leadership team and the Board of Trustees carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

Sir Robert Pattinson Academy's health and safety organisational structure



Board of Trustees

The Board of Trustees recognise that it is their responsibility to provide the safest Academy environment as is reasonably practicable. They will do this by ensuring that:

- the Academy fulfils its legal health and safety obligations
- the Academy health and safety policy is being implemented and is effective
- risk assessments are carried out regularly either by the relevant authorities and/or Academy staff depending on the nature of the activity taking place
- the importance of good health and safety practice is promoted throughout Academy to all staff, pupils, parents, volunteers, contractors and any other visitors
- Academy premises and equipment are regularly assessed and reviewed in line with health and safety regulations
- there is the appropriate budget allocation to the Academy's health and safety provision

- the importance of good health and safety is communicated to Academy staff and carefully monitored
- all staff are made aware of the health and safety arrangements at the Academy, and of any changes to those arrangements.
- one member of the board of trustees is nominated to act as the representative for health and safety management.

Headmaster

The Headmaster takes the responsibility of:

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the health and safety representative of the Board of Trustees to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to Academy staff and visitors is up to date, easily accessible and promoted throughout the Academy. This includes the Academy health and safety policy and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the Board of Trustees is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills are undertaken.

Operations Director (Delegated Officer) & Competent Person on Site

The Operations Director (delegated officer) and competent person on site takes the responsibility of:

- day to day oversight of health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the Academy
- collating information given after accidents, incidents and near misses to ensure a central record is maintained
- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-Academy health and safety and any specific provision relating to their role in the Academy

- ensuring that adequate funding is allocated for health and safety requirements

Members of the senior leadership team (SLT)

SLT take the responsibility of

- having an overview of health and safety requirements throughout the Academy
- ensuring that part of the organisation of any Academy activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider Academy policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing

Heads of Department

Heads of Department are responsible for ensuring that in their areas:

- hazards are identified and health and safety arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation as shown by risk assessments carried out for each activity undertaken by staff within their department
- the significant findings regarding the above are recorded in their own Departmental Health and Safety Policies
- any health and safety arrangements are monitored to ensure they are adequate and employed at all times
- staff, pupils and volunteers are familiar with the Academy health and safety policy and procedures and they are capable of dealing with the health and safety requirements of their work
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities
- any problems in implementing appropriate health and safety standards are reported to the Operations Director
- specialist help and assistance is obtained where necessary;
- reporting to the Operations Director any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements

- ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during the course of an Academy activity

All employees including permanent, temporary, cover or contract staff

Employees of the Academy, whether they are contract or permanent are responsible for

- Taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions by ensuring that they are familiar and up to date with the Academy's health and safety policy and standard procedures, refreshed every 3 years, including informing the Academy of any health, sight or hearing impairments to ensure necessary risk assessments are carried out.
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that risk assessments have been carried out and all correct provisions are assessed and in place before the start of any activity
- making sure that the students taking part in activities are sure of their own health and safety responsibilities
- Co-operating with the management of the Academy to implement the requirements of health and safety legislation and the Academy's Health and Safety Policy and Fire Procedures.
- Using all equipment and substances in accordance with training and instructions received and following the systems of work and procedures laid down in the Academy's Health and Safety Policy.
- Not misusing anything provided in the interests of health and safety.
- Reporting to the Head or Assistant Head (Delegated Officer) any health and safety matter they cannot deal with themselves or any perceived shortcoming in the health and safety arrangements.
- Health and safety Policy and Fire Procedures will be sent to agencies to allow cover staff to read and sign before coming on to site.

Where this is not possible, they will be directed to read and sign them during their break on site.

Students

While Academy staff carry the main responsibility for health and safety provision, and the correct implementation of Academy policy and procedure, it is vital that students understand their role and responsibilities when it comes to whole-Academy and personal health and safety in order for staff to be able to carry out their roles effectively.

Students are expected to

- exercise personal responsibility for their own health and safety and that of others by ensuring that their actions are safe for themselves and will not harm others in any way
- observe the rules of the Academy and in particular the instructions of members of staff
- observe standards of dress and behaviour consistent with the safety of themselves and others
- being sensible around the Academy site and when using any equipment
- report health and safety concerns or incidents to a member of staff immediately
- act in line with the Academy code of conduct.

Pupils that are found to be a risk to health and safety may not be allowed to partake in certain Academy activities, and may be dealt with under the Academy's behaviour policy if the circumstances require it.

Other Responsibilities

Safety Training	Operations Director
Carrying out safety inspections	Trustees
Investigating accidents	Operations Director (Delegated Officer)
Monitoring/maintenance of buildings & contents	Site Manager

The Headmaster and Board of Trustees are responsible for the general application of the arrangements and for ensuring the communication of relevant information to all staff.

All staff are required to familiarise themselves with this safety policy and any other relevant safety information and must sign to say they have done so.

The Health and Safety at Work etc Act 1974 makes it the legal duty of the Employer and the Employees to take reasonable care for the health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

Health and Safety Assistance

Health and Safety Consultants, A J Gallaghers, are contracted by the Academy to be the competent persons as required by The Management of Health and Safety at Work Regulations 1992 and are responsible for providing assistance with:

- The identification of hazards and relevant health and safety legislation.
- The assessment of risks and devising and implementing of measures to control the risks and comply with health and safety legislation.
- The monitoring of the health and safety arrangements by carrying out inspections of the Academy and preparing a report for consideration by the

Board of Trustees and Headmaster.

3. General Workplace Safety

The Academy will ensure that the Academy environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards. Appropriate clothing and good conduct will also be expected in the Academy and both contribute to good health and safety practice.

Any hazards around the Academy site that are noticed by any member of the Academy community should be reported to the Operations Director (Delegated Officer) or a member of SLT.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. **Information on health and safety in each department can be found within the department.** Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to accumulate in such ways as to congest the working areas. Students' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Site Manager.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Site Manager and sign a record each time an inspection is done. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Site Manager. Also any sharp edges which may cause injury and/or damage to clothing must be reported.

Running is not permitted within the Academy premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

Site staff will complete tools training as required in accordance with the site risk assessment. This training will be recorded and refreshed every two years.

3.1 Guardrails on Stairs and Landings

Falls down stairwells are a major risk to students in Academies with multiple

floors. To minimise the risks, staff must ensure good discipline in these areas, making sure that students do not run or play about on stairs or landings. The guardrails on the stairs and landings should conform to ensure they meet the requirements of the Health and Safety (Workplace) Regulations 1992 (at least 900mm on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm on landings, both sufficiently in-filled so that gaps do not exceed 100mm and which prevent easy climbing).

3.2 Vulnerable Glazing

The vulnerable areas of glazing should be protected with anti-shatter film to prevent serious injuries in the event of breakage. This includes all wired glass in doors/side-panels and below 800mm from the floor. In addition, the glazing in windows facing the play ground and all glazing below 2 metres in the Sports Hall and Gymnasium have been safeguarded.

3.3 Electrical Equipment

Electrical systems and equipment are subject to the Electricity at Work Regulations 1989. The Site Manager is responsible for ensuring that the fixed electrical installation is inspected and tested every 5 years on a rolling programme. The Site Manager is responsible for ensuring that any alterations or extensions to the installation are carried out by component electrical contractors.

Staff shall not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

Staff are alerted to the dangers of defective wiring and equipment and of the need to report any defects found or suspected to the Site Manager.

Electrical equipment provided by the Academy will be formally inspected and PAT tested on an annual basis.

Low risk office equipment, such as computers where the mains cables are organised to prevent damage, are unlikely to require maintenance to prevent danger and are not included.

If staff bring in electrical equipment such as kettles etc, the appliance must be PAT tested prior to use. Arrangements for this should be agreed with the Site Manager.

Where portable electric equipment is used outdoors a residual current device (RCD) shall be used to reduce the risk of a serious electric shock. Staff are instructed to use RCD adapters if one is not fitted into the fixed wiring and to immediately cease using any equipment which causes the RCD to trip.

3.4 Working at Heights

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at heights should be eliminated wherever possible e.g. displaying students' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

Before using a ladder or step ladder, make sure it is the right equipment for the work.

Scaffold towers or specialist access equipment may be required, to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

For general rules and guidance when using ladders and step ladders, see appendix 1 and also the risk assessment for this specific activity. Ensure a visual inspection is carried out before each use and sign/record to confirm the a formal inspection has been completed every 3 months.

3.5 Substances Hazardous to Health

Where possible all substances used in the Academy should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and – when necessary – disposed of in accordance with the manufacturers' instructions. All surplus substances should be disposed of and not stored unnecessarily. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the Academy to ensure the appropriate risk control measures are devised, implemented and where appropriate recorded.

Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Food Technology, Art and Catering are covered in the relevant sections.

Risk Assessments are carried out for all COSHH substances held on site and relevant staff complete online training through National College.

3.6 Academy Cleaning Substances

The Academy has outsourced the cleaning and ensures Easyclean staff adhere to this policy, providing us with access to their documentation.

Liquid cleaners and disinfectants carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the Academy.

These substances are necessary; substitutes without these hazards are not considered to be effective.

The following measures are used to control the risks to health from the use of these substances:

- The substances are kept secure at all times when not in use to prevent access by students and unauthorised persons.
- The substances are only to be used as directed by the manufacturers on the containers.
- Substances shall not be mixed together. This is particularly important with bleach, where toxic fumes can be generated if this is mixed with other substances.
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. Spare pairs of gloves should be kept in stock at all times.
- Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Headmaster and, where appropriate, to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents, dilution ratios and appropriate hazard sign.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

3.7 Legionella Bacteria

There is a small risk of legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons.

A contract is in place to allow a company to carry out risk assessments relating to the storage of hot and cold water on site, record relevant levels found and the minimise the risks by carrying out remedial work when required. The contractor and site team will also ensure that cold-water storage tanks are cleaned periodically and water drained from hot water cylinders to check for debris or signs of corrosion.

In addition, the Site Manager is responsible for ensuring that shower heads are cleaned on a weekly basis and cleaned and de-scaled on a quarterly basis. The hot and cold water services are thoroughly run through prior to the Academy re-opening after more than 5 days' closure.

The Headmaster signs the record book.

3.8 Management of Asbestos

An audit has located the position of asbestos in the buildings, this is recorded in the Asbestos Book and this must be consulted before any building work takes place.

Contractors will read and sign as having read our Asbestos Survey Document. The Academy will nominate persons to carry out visual checks of the asbestos identified in the asbestos survey document – these inspections will be recorded and dated.

Staff will receive Asbestos Management Training. The Academy will produce a written Asbestos Management Plan.

If asbestos containing material damage is identified the area will be securely sealed to prevent entry and the Specialist Asbestos contractors contacted to deal with the damage.

3.9 Fire Procedures (also read separate Fire Procedures document.)

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the Academy before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on, such as computers, photocopiers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended.

Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

Inspections of the Academy are carried out by A J Gallaghers. It is the policy of the Academy to implement all the recommendations from these inspections. The Operations Director and Site Manager are required to participate actively with A J Gallaghers during these inspections and ensure that any necessary remedial work is carried out. Fire extinguishers and fire blankets are serviced on an annual basis by specialist contractors.

Evacuation procedures have been devised and notices are posted throughout the premises. The Senior Assistant Head Teacher is responsible for ensuring the organisation of evacuation practices at least twice a year. House Teams will organise fire drills and 'walk throughs' during the year with their respective House groups.

The Site Manager is responsible for testing the fire alarms on a weekly basis and for completing the record sheet.

The Site Manager is responsible for testing the emergency lights every term and for completing the record sheet.

If you discover a fire:

- Sound the alarm
- Dial 9999 (Academy internal telephones) 999 (external telephones)

On hearing the alarm:

- Leave the building by nearest fire exit route
- Proceed to assembly point;
 - a. During Academy day, proceed to appropriate House zone
 - b. During evening, front car park
- Close all doors behind you

HOT WORKS PROCESSES – See department areas

Fire Wardens will have training in the use of Fire extinguishers, if necessary to exit the building.

3.10 Site Supervision

An appropriate employee will be on site whenever the Academy building is open.

3.11 Manual Handling of Items and Loads

Manual handling operations are required to some extent in most of the Academy's activities and it is not reasonably practicable to avoid them completely. Most of these within the classroom do not generally involve significant risk and are within the capabilities of all staff. The measures detailed in Appendix 2 are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Staff should not attempt to lift or move anything they consider to be too heavy or awkward for them.

3.12 Display Screen Equipment (DSE)

Computer equipment is used extensively by staff in the Academy office and some teachers. These employees have been designated as 'users' under the Health and Safety (Display Screen Equipment) Regulations 1992.

Workstations should be assessed to ensure they satisfy minimum requirements and risks to health and well-being are reduced to the lowest level reasonably practicable. DSE Workstation 'Self Assessments' will be completed by all 'users', any issues identified should be brought to the attention of the relevant line manager and the 'self-assessments' will be filed in 'users' personal files.

Frequent changes of activity occur, therefore no special breaks need to be planned to work routines to prevent the onset of fatigue.

The Academy offers free eye tests should they be required.

Work related upper limb disorders such as pain to the muscles, ligaments and

nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

3.13 Smoking at Work

Sir Robert Pattinson Academy operates a non-smoking site.

3.14 Contractor Activities

The Construction (Design and Management) Regulations (CDM) 2015 are the main set of regulations for managing the health, safety and welfare of construction projects.

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the Academy site.

The Academy has a duty to ensure the health and safety of students, staff and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties.

Before work commences, the Headmaster or delegated members of staff must ensure that arrangements to control the risks are implemented by the contractors to protect students, staff and visitors, by means of a risk assessment. The Headmaster or delegated member of staff shall then monitor the contractor's activities to ensure the arrangements are adequate.

Contractors must read and sign the asbestos register. DBS and RAMS checks must be carried out and recorded.

Any situation where the control measures are insufficient must be raised immediately with the contractors.

The Academy has entered into an agreement with an external provider who is qualified to supply H&S advice and to act as the "Competent Person" under the "Management of Health & Safety at Work Regulations 1999" (Regulation 7). This provider may also act as the 'delegated member of staff, if necessary. Gallagher Risk Management Solutions provide competent advice at SRPA in respect of Health and Safety Issues.

3.15 First Aid

The Primary First Aider is the person appointed with responsibility for:

The Medical Room

Contacting the parents of sick/injured children

Ordering first aid materials

The regular updating of the First Aid boxes in accordance with the First Aid at Work Code of Practice 1990.

The First Aid Room is located near the Specialised Learning Centre.

Additional First Aid boxes are available around the Academy.

A number of additional members of staff have completed St John's Ambulance approved training.

Lists of staff qualified in First Aid are updated regularly and should be displayed in prominent positions around the Academy.

If a student has diabetes or epilepsy, this should be highlighted on SIMS and details of any NHS care plan will be filed in the medical room and on the student's file.

If a student has any other medical condition such as asthma or allergies; as details are received in Academy, this information will be entered onto SIMS plus any specific medical intervention that has been advised.

Any student requiring first aid treatment or feeling ill should report to the Medical Room where the Primary First Aider will provide the appropriate response. If there is any real concern for the child's condition they should be escorted by an adult, preferably the most easily accessible First Aider.

A record must be kept via medical tracker of EVERY student, member of staff, contractor, self-employed person or member of the public who is injured on this site.

Health and Safety will be a standing agenda item for all Full Board of Trustee meetings.

In all cases the Headmaster is responsible for ensuring that such remedial action as is reasonably practicable is taken to avoid a repetition of an incident.

A parent or responsible adult must be informed before any child is sent home. If there is any concern for the child's condition, the parent or other responsible adult must be asked to collect the child, but, if this is not possible, the child must be taken home by a competent adult.

In the event of urgent medical attention being necessary, the following procedure should be followed.

1. Phone for an ambulance.
2. Inform the parents that they should attend the hospital as soon as possible.
3. Provide the ambulance staff with details of name, date of birth, home address, GP and any relevant medical information so that this can be handed into reception on arrival at the hospital.
4. In the event of no parent being present to accompany the student, consent should be obtained for the student to travel in the ambulance with a designated member of staff. Wherever possible, we would ensure that a same sex member of staff accompanied the student.

Head Injuries

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing or which changes the behaviour of the student should be referred immediately for further medical attention. Slight knocks to students who had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard method of any non significant head bumps which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

Aids and Hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages by the Department of Health should be followed. Infection control kits are available from the First Aid room and the Site Team.

Reporting of accidents - RIDDOR

Refer to HSE Incident reporting in schools (accidents, diseases and dangerous occurrences) Guidance for employers – HSE Leaflet EDIS1(rev3)

The Operations Director is responsible for reporting accidents, diseases and dangerous occurrences arising out of or in connection with work and should familiarise themselves with the RIDDOR reporting requirements contained in the HSE Leaflet – copies of which are on display in the Main Office.

The information sheet includes examples of the incidents that sometimes result from Academy activities and are reportable under RIDDOR.

The sheet contains three sections, which cover:

- Injuries and ill health involving employees (Section 1);
- Injuries involving pupils and other people not at work (Section 2);
- Dangerous occurrences (Section 3).

3.16 Medicines

The storage and provision arrangements for students' medicines are set out in a separate statement in the Academy Policy on Administering Medicines in School.

3.17 Statutory Notes

The Headmaster is responsible for ensuring that a 'Health and Safety Law' poster and Employers Liability Insurance Certificate are displayed where staff can read them.

3.18 Health and Safety Representatives and Consultation

The role of trade union appointed health and safety representatives is recognised and encouraged. Health and safety representatives are recognised and will be consulted during the preparation and review of the health and safety policy of the Academy to enable effective co-operation in the promotion and development of the health and safety arrangements.

Health and safety is a standing item on the agenda of all staff and full Trustees' meetings at the Academy.

3.19 Pregnancy and Work

Staff who become pregnant shall inform the Headmaster so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is based on current HSE guidelines and risk assessment

3.20 Young Persons Working or on Work Experience in the Academy

If young persons come to the Academy to work, or are on work experience, special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory Academy age. Where such young people are involved, specific risk assessments need to be undertaken to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Consideration would be given to any learning support required or medical/health conditions. Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are aware of this, they shall be informed as described above; a copy of this policy shall be forwarded to them with the confirmation letter.

3.21 Students on Work Experience

When students go on work experience, the same Regulations as above apply. These require that employers who provide the work experience carry out a specific risk assessment to identify any measures that are required to reduce the risks because of students' immaturity, inexperience, and lack of awareness, any learning support required or medical/health conditions.

Where students are under 16, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the student.

The Careers and Guidance Coordinator is responsible for ensuring that employers providing work experience placements are suitable, have employers liability insurance in place and have arrangements which ensure that:

- students are properly prepared and briefed on the hazards of the workplace and the risk control measures before they start work;
- students are effectively supported to ensure the appropriate risk control measures are taken;
- the findings of the risk assessments and the protective/preventive measures to be taken are communicated to the person having parental responsibility for the student.

The assessment of suitable work experience providers will be through a centrally coordinated scheme or be done individually by the Careers and Guidance Coordinator in accordance with the DfE guidance which will be forwarded to those employers who are assessed individually by the Careers and Guidance Coordinator.

3.22 Academy Security

The main reception entrance is the only means of entry to the Academy and is monitored to prevent unauthorised access. The Academy operates a swipe card access control system for all staff which logs all staff on site at any one time, and produces a real-time list for fire evacuation.

All visitors are required to report to the Reception Office on arrival. The names of all visitors and their time of arrival and departure are recorded and a badge issued for identification that should be worn whilst on the Academy site. The reverse of the badge gives basic H&S guidelines to the visitor. Badges are worn on lanyards denoting the person's security status within the academy.

- Blue – staff member who will have a clear DBS check
- Green – People not directly employed by the academy who have a clear DBS check such as Trustees, long term contractors and supply staff employed by an agency who have a clear DBS check; these will be given a copy of this Health & Safety policy.
- Red – all other visitors

Badges and lanyards should be worn at all times and anyone wearing a red lanyard should always be accompanied by a member of staff.

Unknown persons on the Academy site not wearing a visitors badge are to be challenged.

In some cases it may not be appropriate for a lone member of staff to make this approach; in these cases a senior member of staff is to be informed and, if necessary,

the police called for assistance.

3.23 Violence at Work

The Academy seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from students or parents and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

- Staff who have any qualms about parental interviews should arrange for a colleague to be present;
- Staff should not become confrontational even if provoked, offer to arrange another meeting with senior colleagues and close the interview;
- Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale;
- Do not make home visits alone;
- If verbally or physically abused, leave or call for assistance immediately;
- Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Headmaster. This will enable incidents to be monitored, investigation and appropriate action taken;
- A note is kept of those who have demonstrated violent tendencies in the past. The Headmaster should be consulted when arranging meetings with parents so that appropriate support can be organised;
- Staff who suffer violence at work will be sympathetically treated and a variety of support systems are available.

3.24 Work Equipment

All work equipment i.e. machine tools, portable hand and power tools, ladders, computers, heaters, boilers etc provided by the Academy are:

- selected to ensure that it is suitable for the task;
- maintained in efficient working order.

In particular, dangerous parts of machinery will be provided with guards and staff are responsible for ensuring that these are present, serviceable and in position at all times when the machinery is operating.

Staff shall not attempt repairs or to make modifications to machinery other than those associated with daily operations. Any defects or malfunctions are to be reported to the Site Manager. Staff should take regular breaks when carrying out any repetitive tasks to avoid vibration/white finger and repetitive strain injury.

3.25 Induction Training

All new members of staff must be given a copy of the H&S and Fire Evacuation policies. Their duties under that policy must be discussed and understood. New members of staff should be aware of any special responsibilities under the policy and training in these areas will be provided by their Head of Department.

Supply teachers must be fully aware of any local arrangements for emergency action, i.e. fire evacuation, accident procedures and any other safety arrangements that could affect them during their time spent on Academy premises.

3.26 Outside Play Areas

A sufficient number of staff will supervise the outside play areas at all times when students are present.

3.27 Vehicles also see Traffic Procedure

The following arrangements have been implemented at the Academy:

- separate entrances are provided for pedestrians and vehicles;
- a speed limit of 15mph is enforced;
- delivery and contractors' vehicles are discouraged from entering the premises at Academy starting and leaving times;
- Academy bus pick up/drop off arrangements have been planned to avoid students having to cross the road and the need for reversing whilst students are around
- Staff undertake MIDAS mini-bus training and confirm regular DVLA licence checks and eye tests are carried out. All trained staff sign a declaration annually to confirm they are fit to drive (i.e. no DVLA restrictions or eye sight concerns).

3.28 Site Manager

The Site Manager is responsible for:

- Ensuring the site team receive all relevant and necessary training including online National College Fire Safety training, which is refreshed annually.
- Reporting to the Headmaster and /or Assistant Head (Delegated Officer) any structural damage.
- The Site Manager will conduct regular building checks and ensure recommendations of the Building Conditions Survey are acted upon.
- The maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces. In the event of a floor surface becoming dangerous it must be reported to the Headmaster and /or Assistant Head (Delegated Officer) immediately.
- The maintenance of fixtures and fittings, i.e. replacing light bulbs, broken door handles, broken light switches, etc. If any fittings or fixtures found to be faulty need specialist skills/equipment, e.g. plumbing, electrical work, it is the Site Manager's responsibility to arrange for that work to be done.
- Testing the fire alarm system every week. The completion of this task must be recorded on the relevant documentation which will be kept by the Site Manager and made available to the Fire Officer on request.
- Checking the emergency lighting system every term and recording that the check has been completed. Any fault should be reported immediately.
- Keeping storage areas tidy and ensuring that any highly flammable liquid e.g. petrol is stored in safe areas.

- Keeping the boiler house and plant rooms clean, tidy and free from

accumulations of combustible materials and flammable liquids and boiler house ventilators are kept free of obstruction.

- Operating the boilers and plant in accordance with the manufacturer's advice and for ensuring the relevant instruction notices are posted.
- Isolating the electricity supply before changing light bulbs or tubes or carrying out any maintenance or repairs on equipment.
- Ensure site staff are aware of the need for PPE (Personal Protective Equipment) and that there are sufficient stocks on site.
- Putting warning notices on isolated switches and equipment.
- Wearing appropriate personal protective equipment e.g. safety shoes when moving heavy items, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling etc.
- The routine inspection of access equipment such as ladders, stepladders, tower, scaffold etc. and the recording of these inspections.
- Ensuring that all access equipment is suitable for the work involved and is used in accordance with the manufacturer's advice.
- Ensure site staff obtain assistance to foot ladders and steady steps when climbing more than 8 rungs high.
- Not approaching the edge of flat roofs nearer than 2 metres (except at ladder access point where this must be at least more than 1 metre above the roof).

3.29 Cleaning supervisor (EasyClean)

The cleaning supervisor is responsible for

- Using all cleaning chemicals in accordance with the manufacturers' instructions. Full product information, safe working methods and COSHH assessments have been provided for all products used in the Academy, the Cleaning Supervisor must use these chemicals in accordance with the instructions.
- Storing cleaning materials in a safe manner. The Cleaning Supervisor's storage cupboard will be locked at all times during the Academy hours. Cleaning materials will not be left in classroom or toilet areas.
- Ensuring that soap dispensers and toilet paper holders are kept filled.
- Disposing of any obsolete cleaning materials in accordance with the manufacturer's advice.
- Ensuring shower heads are kept clean and running hot and cold water services prior to the Academy re-opening after more than 5 days' closure.

3.30 Catering/Kitchen

The Academy is registered with the District Council Environmental Health Department and is regularly visited by Food Hygiene Inspectors. As far as reasonably practicable all recommendations and advice given by these inspectors is implemented in order to ensure adequate food hygiene standards. All food handlers are trained in basic food hygiene procedures.

It is the policy of the Academy to ensure that the guidance is followed in the HSE publication HS(G)55 – Health and Safety in Kitchens and Food Preparation Areas. The Catering Manager is responsible for ensuring the relevant standards are communicated and maintained.

Catering staff are exposed to significant hazards. Health and safety training for staff and clear procedural arrangements are seen as the key to good health and safety in catering operations. The following measures have been implemented.

Slip-resistant floor tiles are installed and any spills are cleaned up immediately to minimise the risk of accidents.

Proper access equipment is provided for reaching items located at heights. Staff are not to use chairs, boxes etc. or to climb up the front of storage racks.

Tiled floors, which can often be wet, wet hands and large expanses of conductive stainless steel work surfaces make kitchens high risk areas for serious electric shocks. All electrical supplies are protected by an RCD to minimise the risk of serious electric shock and all exposed metalwork is bonded to earth. The Catering Manager is responsible for ensuring the RCD for the kitchen circuits is functioning correctly by operating the test button on a monthly basis. Staff must avoid touching switches and controls with wet hands and are to report any earth bond connections which are damaged or loose.

The main isolation valve is clearly marked and this must be closed if a leak is suspected or if there is an unexplained smell of gas.

The main hazard from ovens and ranges is being burned, either by touching a hot surface, or by being in the way of hot air when an oven door is opened. Oven cloths or oven gloves are to be used when handling trays or tins in the oven. Similar care should be taken when moving oven racks or utensils on the hotplate or cooking top.

The handles of saucepans should be placed away from the hotplate or gas ring, and not allowed to project beyond the edge of the range. Ladles or spoons should not be left in saucepans on hotplates or rings.

There is also the hazard of a gas flashback if a gas oven/range does not light immediately. The safe lighting procedures must be carefully followed for the manually lit ovens and ranges. A lighted taper should be inserted before the gas supply is turned on. All the gas burners must ignite. When lighting pilot lights, it is vital to make sure the main burner is turned off. If the pilot fails to light, turn off the gas and report it.

Only trained staff are allowed to use kitchen knives; the safety rules are as follows:

- Use a knife suitable for the task.
- Keep knives sharp.
- Hold the knife firmly.
- Do not cut towards your body.
- Do not leave knives on tables or in washing up water.
- Put the knife away after use.
- Carry a knife point down.
- Never try to catch a falling knife.

Staff are prohibited from using or cleaning the hazardous machinery (e.g. mixer and slicer) until they have been trained in the safe procedures. The Catering Manageress is responsible for providing this training and for authorising staff who are competent to use

this equipment. A written record of those appointed and the machinery involved must be kept.

The food mixer is fitted with a full interlocked guard to prevent access to the blades whilst in motion.

Staff are trained in the correct techniques to minimise the risks and are encouraged to seek help with anything they consider to be beyond their capability, especially large pans containing hot liquids.

Staff should adhere to H&S guidelines when preparing food within a kitchen – please refer to Food Standards Agency book; in particular Personal Hygiene & Fitness to Work section

Liquid cleaners, disinfectants and bleach are used for the general purpose cleaning in the kitchen. These carry 'irritant' or 'harmful' hazard warning labels and are therefore subject to COSHH Regulations. These substances are necessary and substitutes without these hazards are considered not to be effective. The following measures are used to control the risks to health from the use of these substances:

- The substances are kept secure at all times when not in use to prevent access by unauthorised persons.
- Staff are trained in the correct application methods and safety precautions.
- Substances shall not be mixed together. This is particularly important with bleach where toxic fumes can be generated if this is mixed with other substances.
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, excema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Headmaster and where appropriate to a medical practitioner.
- Where substances are transferred into smaller containers for use they must be marked with their contents, dilution ratios and appropriate hazard sign.

The Catering Manageress has implemented and recorded as system of Hazard Analysis and Critical Control Points (HACCP) to ensure the food hygiene risks are properly controlled. This ensures compliance with the Food Safety (General Food Hygiene) Regulations 1995 and the Food Hygiene Inspectors from the local district council are happy with this system and with the standards of the premises and equipment.

3.31 Departmental Statements

Detailed policies and procedures are held by individual departments as appropriate with all relevant risk assessments. The following are summaries.

Science and Laboratory Work

It is the policy of the Academy to follow the advice and guidance detailed in the following publications:

- SSSERC Hazardous Chemicals
- Safety in Laboratories (DfE Publication)
- Topics in Safety (SAE Publication)
- Risk Assessments for Science (CLEAPSS Publication)
- Laboratory Handbook (CLEAPSS Publication)
- Hazcards (CLEAPSS Publication)
- Procedures for Dealing with Radio-active Materials AM1/92 (CLEAPSS Publication)
- Microbiology DES HMI Guide for Schools

Substances Hazardous to Health

The following measures have been implemented in the Science Department:

- Only the substances prescribed by CLEAPSS are kept by the Academy;
- These substances are stored so as to prevent unauthorised access;
- These substances are only used in accordance with the instructions and control measures detailed in the CLEAPSS Laboratory Handbook and Hazcards;
- Fume cupboards are inspected annually and maintained as necessary to ensure that performance standards meet those specified in the DES Design Note No 29.

The implementation of the above measures allow the central assessments carried out by CLEAPSS (to comply with the requirement of the COSHH Regulations) to be adopted and it is concluded that the risks to health are adequately controlled. Detailed laboratory rules are in the Science Department Handbook.

Technology

It is the policy of the Academy to follow the advice and guidance detailed in the following publications.

- BS 4163 Code of Practice for Health and Safety in Workshops of Schools and Similar establishments.
- Safety in Practical Studies (DfE Publication).
- Risk Assessments for Technology in Secondary Schools (CLEAPSS Publication).

In particular the following measures have been implemented:

- Regular inspections are carried out in practical areas – wherever practicable, recommendations and remedial works arising from these inspections are implemented.

- A central isolation point has been provided for the electricity supply in order to disconnect and isolate all electrical circuits to fixed machine tools by a single switch
- Emergency stops are fitted to all fixed machine tools
- Guarding of dangerous parts of machinery
- Routine maintenance and inspection of all hand and power tools is carried out.
- Restricting the use of machinery to appropriately trained staff and students
- The provision and use of suitable protective equipment where the risks cannot be adequately controlled at source i.e. eye protection, face shields, gloves and aprons etc
- Machinery producing a dust hazard have been identified and protection has been provided
- Health and safety information and instructions are incorporated into the normal teaching process and displayed on each workshop notice board
- Close supervision is exercised over students' behaviour
- Cleaning and tidying up is carried out daily and unwanted items are disposed of at regular intervals

Staff within the department are responsible for:

- Checking the presence and condition of machinery guards before use
- Isolating all fixed machine tools when not in use
- Checking the operation of all emergency stops on a half termly basis
- Checking the operation of the electrical isolation point on a half termly basis
- Keeping appropriate records.

Food Technology

The general arrangements are as follows:

- Unsupervised access is prevented and close supervision is exercised over students' behaviour
- Health and safety briefing sessions are incorporated into the normal teaching process
- All food is stored away at the end of the day
- All equipment is cleaned and returned to the correct place of storage and checked for correct amount of pieces (Particularly Knives).
- Cookers are routinely inspected and maintained in order to identify faults that could lead to danger
- All electrical equipment should be positioned away from sinks. Care is taken to ensure that working areas and electrical sockets are positioned so that electric cables do not cross cookers or other hot surfaces
- Electrical equipment is routinely inspected, tested and maintained
- Hazardous cleaning substances are kept locked away and are only used in accordance with the manufacturer's advice and the instructions specified in the COSHH assessment
- Electrical equipment should not be used with damp or wet hands.
- Implementing any recommendations made by Food Hygiene Inspectors and following the precautions covered in the Institution of Environmental Health Officers' Basic Food Hygiene course.

Physical Education

All staff are suitably qualified and are aware of the need for constant vigilance in this area. There are varying degrees of danger in all aspects of Physical Education and while it is acknowledged that some accidents are bound to occur, staff are encouraged to foresee and plan against hazardous organisation and methods.

'Safe Practices in PE' and the specific recommendations of individual Trustees bodies form the basis of the planning.

When accidents do occur students are attended to quickly, sympathetically and in accordance with the recognised procedure in the Academy.

All equipment is kept in good order and any dangerous occurrences are reported in writing to the Senior Management of the Academy.

The Gyms, Sports Hall and PE Stores are kept locked when not in use so that students are discouraged from obtaining unauthorised access and use.

An annual survey is undertaken of all Gymnastics equipment in order to identify and rectify any faults which could lead to danger – the trampoline is locked when not in use and trampettes are folded flat. Other hazardous equipment is in secure storage.

Students are made aware of the requirements relating to the wearing of protective equipment

Essential

Football - shin pads

Cricket - box, pads, helmet and gloves (when batting or wicket keeping in line with ECB

Junior guidelines)

Recommended (in line with RFU guidelines)

Rugby - mouth guard (for contact rugby)

Art

It is the responsibility of all members of staff to take reasonable care for the health and safety of themselves, other members of staff and students. It is also important to make students aware that they are responsible for the safety of others.

Staff must be aware of the location of the first aid boxes (one in each room) which, after use, must be returned to their correct location.

In the event of an accident, normal Academy procedure should be followed but initial help should be obtained from the members of the department who have had specific first aid training.

During their first few lessons, new year 7 students will be instructed in the working methods of the department. This will include expected behaviour, safety precautions, potential hazards, movement and instructions on the use of basic equipment. However, this must not be taken as a fait accompli, nor a cover of all eventualities.

These instructions must be repeated from time to time and where a new activity is undertaken, specific instructions must be given.

The following points must be followed:

- No student to enter a room without a member of staff being present.
- Students must enter and leave the department in an orderly fashion.
- No student will use any electrical equipment without prior permission and instruction.
- Apart from basic materials (e.g. PVA glue) with which they will already be familiar, no chemicals or materials will be used by students without permission and instruction.
- The correct use of knives, lino cutting tools and any other cutting equipment must be emphasised at the start of any activity which might involve them and instructions repeated at intervals during the duration of the project.
- Breakages (e.g. glass) must be reported to the teacher and immediately cleared. Resultant debris must not be put into Art Department waste bins.
- Appropriate protective clothing and equipment must be worn where this is required.
- The getting out and clearing away of all equipment and materials must be done in an orderly fashion.
- Outdoor coats and large bags must not be brought into the department. Coats and bags must not be left on tables or on the floor, except under the table.
- Only one person at a time to use equipment (computers 6).
- In the event of any accident involving listed hazardous chemicals, refer immediately to the appropriate data sheet.
- With respect to jewellery, clothing and footwear, general Academy rules must be adhered to.

Drama and Music

The following measures are taken to control the risks:

- Suitable contractors are responsible for adjusting and replacing the stage lights and other work at heights i.e. step ladders and mobile scaffold tower.
- The mobile tower scaffold complies with the requirements of the Constructive (Health, Safety and Welfare) Regulations 1996.
- Staff who have received the recognised training supervise the erection of the mobile tower scaffold. They can also supervise erection and movement of the tower and equipment.
- All stage lights are fitted with security chains.
- Hoist ropes for stage lighting beams and back drops are inspected annually by specialist engineers.
- Stage materials and equipment are stored securely to prevent falls.
- A rope is used to lower lights to the ground from the mobiles tower scaffold.

- Students are closely supervised and briefed about safety when working on the stage / in potential risk areas.
- Routine inspection and tests of electric equipment such as lights, distribution panels and dimmer boards are carried out.
- RCD protection are in place for electrical sockets used for equipment on the stage and for all sockets which are used to supply students' own equipment, amplifiers etc.
- Low voltage electric organs are to minimise the risks of electric shock.

Academy Production

In addition to the above the following measures are taken to control the risks:

- Routes to viewing balconies, lighting gantries and roof spaces are secured to prevent unauthorised access.
- The guarding to viewing balconies is sufficient to protect persons (including small children) from falling over or through. The guarding or safety rails on any balconies comply with working height regulations where necessary.
- Adequate precautions are taken to prevent falls from scenery constructions and from the edge of the stage.
- Students are only allowed to use ladders under supervision when completing set.
- Overcrowding is avoided on raised areas of stage to ensure safety.
- Stage access stairs are kept in good condition and securely fixed.
- Scenery and materials are stored securely to prevent falls.
- All non essential combustible materials are removed from backstage.
- Combustibles beneath the stage kept well clear of lights and electrical equipment.
- Curtains and scenery on the stage are kept well clear of lights.
- All exits from the hall are kept clear and unlocked.
- Emergency lights are tested to ensure they work properly.
- Emergency exits are clearly signed and highlighted to guests prior to the start of any event in the main hall / other performance venues used by music or drama.
- A public entertainment licence has been obtained for production as it is open to members of the public; the conditions set by this licence in terms of the numbers of people, seating layout, gangway widths and exit routes are complied with.
- Fire extinguishers are provided within the Main Hall for combustible materials and electrical fires.
- Well lit routes are provided for pedestrians from car parks.
- Stewards wearing high visibility vests are appointed to direct and control vehicles on the premises, when required
- Arrangements are made for the provision of first aid in case of injury or acute ill health, in most cases there will be a specific qualified first-aider. A telephone is available for calling the emergency services.
- Chairs for the audience are kept clean and in good condition.
- The hall floor surface is maintained so as not to be unduly slippery.
- Food hygiene arrangements are supervised by members of staff who have attended the Basic Food Hygiene Certificate course.

- External performers receive an induction to the stage and backstage area – including a briefing regarding fire safety and backstage safety / entry and exits prior to performing.
- Staff are on site to safely see all visitors to nearest exits at the end of the events.
- Students using electrical equipment are specifically briefed and a member of staff is on hand to supervise students who are new to this. (lighting board)

3.32 Educational Visits

See also Education Visits Policy.

The Academy recognises the importance of Academy visits to the educational, social and physical development of the students.

It is essential that the safety of all students and staff is considered as a matter of prime importance and every endeavour will be made to comply with advice from relevant agencies.

The Academy procedure for visits should be followed, thereby ensuring that the visit has the full permission of the Headmaster and Trustees where appropriate, that insurance cover has been obtained and that the Academy has written parental consent for the visit. Relevant up to date information about students' health, should be immediately available to the member of staff responsible for the group. An Academy mobile phone should be taken for use on the trip and emergency contact numbers should be available for each trip/visit. All information/forms necessary for the arranging and progression of a visit are within the Document Shared Drive under 'Educational Visits'.

Where practicable every group will be accompanied by a member of staff with current first aid training. The aim will be to have every member of staff trained to at least Emergency First Aid standard and for potentially hazardous activities e.g. Duke of Edinburgh's Award expeditions, a fully trained First Aider should be included in the party. Appropriate first aid equipment and other emergency supplies should accompany the group.

The member of staff leading the party should have the appropriate qualification/skill sense of responsibility, organising ability and degree of physical fitness necessary for that particular trip. An adult in the party should have a knowledge of the area to be visited and all should be aware of emergency procedures for use in the event of any untoward occurrence. Safeguarding procedures apply for all adults including volunteers who must have DBS clearance check etc.

Farm visits pose a higher risk of infection and the precautions detailed by the Department of Health on this subject must be followed.

3.33 Statutory Engineering Inspections

Thorough examinations are carried out by qualified personnel every twelve months for the hoist used in Technology and every six months for the loose lifting equipment such as chains, slings, eyebolts etc. Likewise these examinations take place every six months for the passenger carrying lifts.

The equipment for controlling exposures to hazardous substances, e.g. fume cupboards in Science areas and local exhaust ventilation equipment (LEV) in technology areas are thoroughly examined at least every fourteen months by qualified engineers.

Schemes of Examination have been drawn up for the air receivers associated with compressors in the technology areas. (Those where the working pressure in bars, multiplied by the volume in litres is less than 250 bar-litres, are exempt). Engineers thoroughly examine these every twelve months in accordance with these schemes.

In all the above cases, reports from examinations are reviewed by the relevant department head who will initiate any necessary action to prevent danger. The reports are then kept available by the departmental heads for inspection for at least 2 years.

3.34 Lone working

Some activities involve special risks and shall not be carried out whilst alone on the premises as, if an accident occurs, there will be no one to help or summon assistance. These will include those listed below. These require specific risk control assessments/measures which are not detailed here.

- Working at heights of more than 2 metres (from floor to feet position).
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Work below the ground such as inspection pits, pipe ducts, excavations.
- Work involving the exposure to uninsulated, live, mains voltage conductors, such as when fault finding on electrical equipment.
- Work involving the use of high risk, hand fed machinery such as circular saws and planers.
- Meeting with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided wherever possible but where this is unavoidable, the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside). A telephone must be readily available. Also, if working alone but others are on site, radios are available. In addition, everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. The lone worker should notify their Line Manager when they leave site. These persons should be instructed to make contact if the person working alone is overdue and raise the alarm if there is no reply.

3.35 Working Time

The Academy recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal Academy arrangements usually ensure that staff receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some members of staff, during term time, work many hours more than the normal Academy week, both at the Academy and at home. When averaged over the reference period of 17 weeks, which will take account of Academy closures, the limit of 48 hours

per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours should raise this with their line manager in the first instance and ultimately with the Headmaster.

3.36 Local Monitoring of Performance and Review

1. Regular monitoring of the safety policy is the responsibility of the Trustees and Headmaster. The Trustees and the Headmaster must test the arrangements to ensure that they are working correctly.
2. The Headmaster and the Trustees shall carry out a safety inspection of the premises at least once a year. Termly inspections should be carried out by the Operations Director and the Site Manager.
3. Regular monitoring of the safety within the Academy will be carried out by the Operations Director through the normal managerial arrangements within the Academy.
4. The supplementary statement will be reviewed at least annually taking into account the findings of any safety inspections and any new developments in health and safety. The safety policy will be reviewed more regularly if the arrangements laid down in the policy are found not to be working effectively.

3.37 Grievance and Disciplinary Procedures

All matters concerning health and safety will be dealt with under the standard grievance and disciplinary procedures as laid down in the appropriate terms and conditions of employment. Occupational health service is provided for the Academy, including advice on work-related stress.

3.38 Dealing with Health and Safety Emergencies

In the first instance the Operations Director should be informed and will take appropriate action. This may result in convening the Senior Leadership Team Academy Incident Management Team as detailed in the Business Continuity Plan.

Ladders and Step Ladders – General Rules

- Check that equipment is in good condition; do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/hinges/cords or other defects.
- Check the ladder is clear of overhead electrical cables.
- Set the ladder at the correct angle (1 out to every 4 up).
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.
- Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure hand hold.
- Always spread step ladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back or steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

Manual handling of items and loads

When lifting boxes, parcels etc the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where students are involved with the moving of objects e.g. moving trampolines or pianos. Staff are required to assess these operations and only allow students to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

The following operations have been assessed and, along with the manual handling training that has been provided, are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury:

- using correct lifting techniques;
- carrying no more than 3 chairs at a time;
- using special trolley for moving stacks of chairs;
- carrying no more than 1 table at a time (single tables);
- obtaining assistance where the timescale involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury:

- using correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury:

- using the correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance in proportion to the weight/size and distances involved;
- wearing protective equipment such as gloves and safety footwear.